

What are the system requirements?

A personal computer running a standard platform such as Windows or Macintosh - Pentium class - with at least 128 MB RAM is recommended.



A pdf-compatible word processing software such as Microsoft Word or Corel Word Perfect

An internet connection of at least 56K (a DSL, Cable or T1 line is recommended).

Netscape Navigator version 4.6x or higher or Internet Explorer version 5.5 or higher.

Software to convert documents from a word processor format to a portable document format (pdf). Adobe Acrobat Writer Version 3.0 or higher meet the CM/ECF requirements. Adobe can be contacted at 1-888-724-4508 or www.adobe.com.

A scanner (equipped with an automatic document feeder) to image documents that are not created in your word processing program.

Are there fees associated with using the system?

There are no added fees for filing pleadings over the internet using CM/ECF; existing filing fees do apply. Registered users receive one free look at documents filed electronically. Additional copies are available for viewing at .07 per page. Directed by Congress to fund electronic access through user fees, the judiciary has set the fee at the lowest possible level sufficient to recoup program costs.

Who should I contact for Information about training or other CM/ECF questions?

Tampa/Ft. Myers Division:

Debbie Kerkes: 813-301-5318

Sara Mason: 813-301-5079

Sarah Zavacky: 813-301-5319

Charo Vargas: 813-301-5074

CM/ECF Help Desk:

ecfhelp.tpa@flmb.uscourts.gov

Orlando Division:

Christine Baker: 407-648-6365 x6903

Steffanie Sibio: 407-648-6365 x6601

Jill Norris: 407-648-6365 x6252

CM/ECF Help Desk:

ecfhelp.orl@flmb.uscourts.gov

Jacksonville Division:

Michael Schumpert: 904-301-6516

Ray Readdick: 904-301-6523

Susan Baldwin: 904-301-6531

CM/ECF Help Desk:

ecfhelp.jax@flmb.uscourts.gov



Unlock the Mystery



**United States
Bankruptcy Court
Middle District of Florida**

CM/ECF Information Brochure

**Chief Judge Paul M. Glenn
David K. Oliveria, Clerk of Court**

How does it work?

- , Create documents using your existing word processing program.
- , Save the document as a pdf image.
- , Log onto the Court's CM/ECF system using your court issued login and password.
- , Follow the simple prompts to provide information about the case, party involved and document being filed.
- , Attach the pdf image and submit the transaction.
- , Save and/or print the Electronic Notice as confirmation the document has been filed.

How will I sign my documents?

Pursuant to Administrative Order FLMB-2003-4, an attorney's login and password to the system coupled with a "/s/" followed by the typed name (on the signature line of the pleading) of the filer constitutes an electronic signature.

How Secure is CM/ECF?

CM/ECF has many security features and has passed an evaluation by the National Security Agency. Access to the system is available only through a Court issued login and password.

What do current users think about CM/ECF?

"The Attorney's Perspective" is available through the following link. This video includes a number of interviews with several user types (i.e. attorneys, trustees) as to the benefits of becoming an electronic filer using the CM/ECF application. <http://www.uscourts.gov/cmecfvideo.html>

What type of training will be provided?

Training on the ECF system will be provided free of charge to attorneys and their staff. The Florida Bar has approved 6 hours of CLE credit for the training program.

The program teaches participants how to access the CM/ECF application using an Internet browser, file bankruptcy cases, adversary proceedings and several other related documents. There is detailed instruction into researching an electronic docket and the reports available to the electronic filer. General discussion as to the software and hardware available for use in conjunction with CM/ECF and a brief presentation using Adobe Acrobat Writer is also included. The training session is hands on and interactive. Discussions of "electronic filing" issues are encouraged.

How do I register for training?

You may register for a training session by submitting a completed registration form to the appropriate divisional office. The registration form is available at www.flmb.uscourts.gov. Additional information about CM/ECF along with online tutorials can also be found on our website.

How are filing fees for electronic users handled?

Filing fees associated with electronically filed documents are paid by way of a secured credit card internet transaction at the time of filing. The user is provided a transaction number upon successful completion of the transaction.

What are the benefits of CM/ECF?

CM/ECF will allow attorneys to file and view documents from their office, home or anywhere the internet is accessible. Documents are automatically docketed as part of the filing process and are immediately available. CM/ECF also offers the following:

- , 24-hour access to the system.
- , Ease of use.
- , Ability to download and print documents directly from the court system.
- , Concurrent access to case files by multiple parties.
- , Secure storage of documents (no lost or misplaced files or documents).
- , Reduction in courier fees.
- , Copies of pleadings and other documents are available from any home or office computer with an internet connection.
- , Immediate electronic notice to all registered filers; eliminates the costs of handling paper and mailing notices and speeds delivery.
- , The costs for attorneys are low, as compared to the costs incurred when filing conventionally.
- , Electronic filers, through our "Laptop Pilot Program", are eligible to bring laptop computers to court hearings (Tampa Division only).
- , The ability to submit proposed orders electronically.
- , Availability of the CM/ECF Help Desk.

How is access to CM/ECF given?

Each attorney admitted to practice in the Middle District is eligible to register for a login and password. Attendance at a court sponsored training session and completion of a "training exercise" are required prior to the issuance of a login and password to the system. The registration form can be obtained at www.flmb.uscourts.gov.